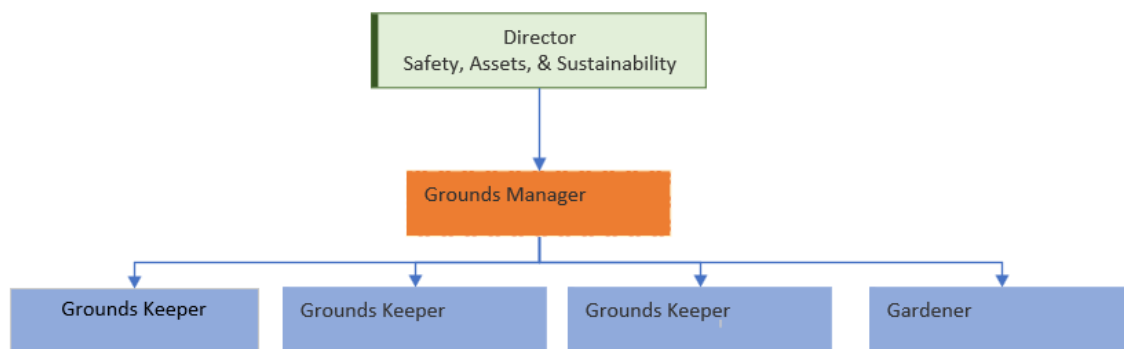


POSITION DESCRIPTION

Job Title:	Grounds Keeper
Responsible To:	Grounds Manager
Position Purpose:	The purpose of this role is to assist the Grounds Manager in the general maintenance and appearance of the Zoo grounds including waste management, equipment maintenance and general Zoo presentation to our visitors. The appointee will carry out the duties and responsibilities defined in this position description or any other reasonable request from the employer which contributes to achieving the continued success of Te Nukua Wellington Zoo.
Date:	July 2025

Organisation Context:



Important Functional Relationships:

External

- Suppliers of browse
- Zoo Visitors
- Gardening Contractors
- Zoo Maintenance Contractors
- Members of the community (supplying browse or bamboo)

Internal

- General Manager Safety, Assets & Sustainability
- Maintenance Manager and team
- Other Zoo Staff

Key Result Areas:

The position of *Grounds Keeper* encompasses the following functions or Key Result Areas:

- Waste Management
- Zoo Presentation
- Grounds Maintenance
- Team Work
- Customer Focus
- Supervision
- Health and Safety, and Sustainability

The requirements in the above Key Result Areas are broadly identified below:

Jobholder is accountable for	
1. Waste Management	<ul style="list-style-type: none"> <input type="checkbox"/> Collecting daily waste from habitats and processing with other organic material through the Zoo's composter. <input type="checkbox"/> Processing compost on an ongoing basis. <input type="checkbox"/> Assisting with Zoo's recycling programme, including collection of recycling from visitor and staff areas
2. Zoo Presentation	<ul style="list-style-type: none"> <input type="checkbox"/> Ensuring all drains are cleaned regularly. <input type="checkbox"/> Assisting with cleaning and maintenance of gutters on all buildings. <input type="checkbox"/> Ensuring paths and roadways are clean from leaf litter on a regular basis <input type="checkbox"/> Ensuring that the Zoo grounds and buildings are free of cobwebs, litter and grime.
3. Grounds Maintenance	<ul style="list-style-type: none"> <input type="checkbox"/> Planting and harvesting browse supplies for the animals in the Zoo's care as instructed <input type="checkbox"/> Assisting with identifying potential browse or bamboo supply from WCC Parks & Gardens, Zoo Contractors and the Wellington community <input type="checkbox"/> Assisting with irrigation of gardens and exhibits appropriately keeping in mind the Zoo's water minimisation goal <input type="checkbox"/> Assisting with implementation of appropriate health programmes for the Zoo's plant collection using organic methods wherever possible. <input type="checkbox"/> Assist with Botanical ID tagging and labelling. <input type="checkbox"/> Assisting with planting and labour required in new habitats and maintenance of existing habitats as instructed <input type="checkbox"/> Ensuring proper care and maintenance of garden machinery and equipment.
4. Team Work	<ul style="list-style-type: none"> <input type="checkbox"/> Establish and nurture sound working relationships with all Zoo staff. <input type="checkbox"/> Demonstrating integrity and flexibility, working collaboratively with team members and promoting a credible and professional team image.
5. Customer Focus	<ul style="list-style-type: none"> <input type="checkbox"/> Maintaining a customer driven approach to work at all times. <input type="checkbox"/> Responding to staff and/or visitor queries or feedback promptly and courteously. <input type="checkbox"/> Treat all Zoo visitors with respect and courtesy, and interact in a positive manner
6. Supervision	<ul style="list-style-type: none"> <input type="checkbox"/> On occasion, providing the Grounds Manager with assistance supervising labourers, work experience students and volunteers as allocated, who are working in the Zoo
7. Health and Safety, and Sustainability	<ul style="list-style-type: none"> <input type="checkbox"/> Ensuring any hazardous conditions, near misses, injuries and accidents are reported immediately to your manager <input type="checkbox"/> Participating in meetings, training and other health and safety activities <input type="checkbox"/> Informing the Safety Improvement Team (SIT) about any areas of concern <input type="checkbox"/> Meeting employee responsibilities and contributing to providing a safe working environment for visitors and fellow staff through following safe working instructions and adhering to all health and safety policies and procedures set down by WZT <input type="checkbox"/> Proactively contributing to a culture committed to the health and safety of our staff, visitors and volunteers <input type="checkbox"/> Commitment to and delivery of the Zoo's sustainability strategy and initiatives. <input type="checkbox"/> Ensuring responsibility for reduction of emissions in line with the Zoo's carbon zero targets. <input type="checkbox"/> Contributing to a culture committed to sustainability.

Note: The above performance standards are provided as a guide only. The precise performance measures for this position will need further discussion between the jobholder and manager as part of the performance management process.

Person Specification:**Knowledge/Experience****Essential**

- ☐ Current driver's licence and the ability to drive a manual transmission vehicle
- ☐ Evidence of commitment to meeting customer needs and ability to be a team player
- ☐ Knowledge and/or experience in maintenance and development of bedding, shrubbery, lawns, trees, irrigation and organic weed and pest control

Desirable

- ☐ Good knowledge of the use and care of small machinery, vehicles and tools
- ☐ Understanding of conservation issues and the role of a progressive Zoo

Key Job Competencies

- ☐ Ability to plan, prioritise and follow instructions
- ☐ Ability and willingness to learn and take personal responsibility for actions
- ☐ Customer focused, committed to and capable of meeting customer needs
- ☐ Effective communication skills
- ☐ Conscientious reliable team player who demonstrates flexibility and works collaboratively with other team members